**Wikispaces: Anatomy of "Manage Wiki"**

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| **CONTENT** | |
| external image icon_32_pages.png | **Pages**  **All Pages**   * View a sortable list of all the pages in your wiki * See when the last edit was made, and who made it * Rename or redirect pages * Lock, unlock, or delete pages singly or in bulk * Edit page tags   **Orphaned Pages**   * View a sortable list of only the pages that have been edited, but that no other pages link to * See when the last edit was made, and who made it * Lock, unlock, or delete these pages singly or in bulk * Edit page tags   **Wanted Pages**   * View a sortable list of only pages that have never been edited, but that other pages link to * Lock or unlock these pages singly or in bulk |
| external image icon_32_folder.png | **Files**   * View a sortable list of files in your wiki * See file details * Upload files * Delete files in bulk * Edit file tags |
| external image icon_32_chatbubbles.png | **Tags**  A tag is a label you can attach to a page or file to make it easier to track and manage.  **List**   * View a list of all the tags in your wiki * Limit your search to tags assigned today, in the past seven days, or in the past month * See the number of uses and the last time it was used * Delete or rename tags   **Cloud** The tag cloud is a visual representation of all the tags in your wiki. The more a tag has been used, the more emphasis it gets in the cloud — so tags that you use a lot will be bigger and bolder than less-used tags. Mouse over any tag to see how many times it’s been used, or click on it to get a list of the pages and files associated with that tag.  **Manage** Remove tags in bulk for the following categories:   * All tags * My tags * Other users' tags * All non-wiki members' tags * All non organizers' tags |
| external image icon_32_clipboard.png | **Templates**  A template is a special kind of wiki page that you can use a foundation to create new pages with the same content.   * View a list of your existing page templates * See the last time they were edited and who made those changes * Edit or delete your templates, or set them as default templates for your wiki * Create new templates |
| external image icon_32_recycle.png | **Recycle Bin**  The Recycle Bin is only available to wiki organizers.   * Restore pages deleted within the last 30 days * View a sortable list of all pages deleted within the last 30 days * See who deleted pages and when they were deleted |
| **PEOPLE** | |
| external image icon_32_people.png | **Members**  **Members**   * View member details * Remove old members in bulk * Promote members to organizers when you need extra help * Demote an organizer back to member to restrict their access   **Pending Membership Requests**   * Approve or reject pending membership requests   **Add a New Member**   * Invite people to your wiki by email address or username |
| external image icon_32_computerlock.png | **Permissions**  **Wiki Permissions**   * Public: Everyone, including anonymous visitors, can view and edit your wiki. Setting available on all wikis. * Protected: Everyone can view pages, but only members of your wiki can edit pages. Setting available on all wikis. * Private: Only members of your wiki can view and edit pages. Not available on Basic-plan wikis. * Custom: Define custom permissions. Only available on Super-plan wikis and wikis on Private Label sites.   **Custom Permissions** Wikis that are on the Super plan or part of a Private Label site can restrict the following actions to Everyone, Logged-in Users Only, Wiki Members Only, or Wiki Organizers Only:   * View pages * Edit pages * Create pages * Post to discussion   **Page Permissions**   * Change permissions for individual pages * See when the last edit was made, and who made it * Lock, unlock, or delete pages singly or in bulk * Rename or redirect pages * Edit page tags |
| external image icon_32_envelope.png | **Invite People**  Send an invitation email to the folks who will be collaborating in your wiki. Just type in up to 100 email addresses or Wikispaces usernames, separated by commas or line breaks, and hit **Send**. |
| external image icon_32_logout.png | **Leave Wiki**  Members who are not organizers will get this option to leave the wiki and cancel their membership in the wiki. |
| external image icon_32_user_creator.png | **User Creator**  For wikis on wikispaces.com, the User Creator tool is available to wikis on the K–12 Plus plan or the paid Super plan. For Private Label sites, the User Creator is always available to site administrators; if the Approve New Users option is turned off in **Site Administration** > **Settings** > **Users & Privacy**, then it will also be available to wiki organizers.   * Create up to 100 accounts per day * Automatically generate passwords, or assign your own * Create student-safe user accounts without email addresses   Keep in mind that every Wikispaces username must be unique. Try using numbers, or initials, or a first name-last name combination to create unique usernames. |
| **SETTINGS**  *These options will only be available to wiki organizers and site administrators.* | |
| external image icon_32_palette.png | **Look and Feel**  **Themes and Colors** Your theme is everything on the page outside the content area — that is, everything that stays the same when you’ve edited a page, and as you move from page to page within your wiki. You can make the following changes to your theme:   * Select one of our premade themes * Choose one of our premade color palettes, or set your own colors * If you are comfortable with HTML and CSS, design your own custom theme (not available on Basic-plan wikis; our [custom themes](http://help.wikispaces.com/Themes) page has more information about customizing your theme)   **Wiki Stylesheet** Your wiki stylesheet is a document in CSS that controls special formatting in the content area of your wiki. You will need to be comfortable with CSS to edit the stylesheet. Wikis on the Basic plan do not have editable stylesheets.  **Logo** By default, all wikis start out with the Wikispaces bonsai logo. But you can change that logo to any image that you want. Just be aware of a few things:   * Logo files must be in .jpg, .gif, or .png format * When a custom logo is applied, it will replace both the bonsai logo *and* the wiki name; we recommend putting your wiki name in the logo image itself * Logos will be displayed at their native resolution (in some themes, very tall or wide logos may push the page contents off the screen)   If you want to set a site-wide logo for a Private Label site, you will have to [customize your site-wide theme](http://help.wikispaces.com/Themes). |
| external image icon_32_license.png | **Wiki Info**  **Wiki Information**   * Name: This is the name that appears in the header of your wiki. * Domain Name: This is the address of your wiki, as it appears in the address bar of your browser. * Description: If you choose, you may create a description of your wiki that will appear in the summary at the top of the Manage Wiki menu.   **SSL Settings** SSL (Secure Sockets Layer) allows secure communication between the Wikispaces server and a web browser. Wikispaces automatically protects sensitive information (such as passwords) with SSL; when this option is turned on, *all* information will be transferred in SSL. SSL is not available to Super-plan wikis with a custom domain name, or to wikis on the Basic plan.  **Discussion Settings** Depending on how your wiki will be used, you may want to rearrange the Discussion tab:   * No Discussion pages * One Discussion page for the whole wiki * One Discussion tab per page   **Google Analytics Settings** Google Analytics provides website traffic analysis and statistics. Sign up for an account at <http://www.google.com/analytics/indexu.html>.  **License** You have four options [I think it's now 5 or 6 with the CC0 and Public Domain options.] for governing how people can use the content that you contribute to the content area of your wiki:   * [Creative Commons 3.0](http://www.creativecommons.org/licenses/by-sa/3.0)   + Attribution: You let others copy, distribute, display, and perform your copyrighted work but only if they give you credit. (Required for Creative Commons licenses)   + Share-Alike: You allow others to distribute derivative works only under a license identical to the license that governs your work.   + No-Derivative-Works: You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.   + Non-Commercial: You let others copy, distribute, display, and perform your work, but for noncommercial purposes only. * [GNU Free Documentation License](http://www.gnu.org/licenses/fdl.html#TOC1) The GNU Free Documentation License is a form of copyleft intended for use on a manual, textbook, or other document to assure everyone the effective freedom to copy and redistribute it, with or without modifications, either commercially or noncommercially. * Custom License You can create your own custom license that will be recorded at on your wiki. * No License Specified No license statement will be specified. |
| external image icon_32_dollarsign.png | **Subscription**  Wikis on a Private Label site will not have a subscription option. If you would like to understand what the various plans offer, check out our [pricing page](http://www.wikispaces.com/site/pricing).  **My Susbcription**   * View your current plan * Upgrade your wiki plan * See your payment history * Make a payment with PayPal or a credit card   **Request a complimentary upgrade to Plus for K-12 education** If your wiki is being used exclusive for primary or secondary education, you can request an upgrade to our free, ad-free classroom wikis. |
| external image icon_32_globe.png | **Domain Name**  The domain name is the address of your wiki, as it appears in the address bar of your browser.  **Standard Domain Name** By default, your wiki appears as a subdomain of wikispaces.com (or of your Private Label site, if your organization is on Wikispaces Private Label). This means that, when you look at the address bar of your browser, you will see something that looks like *mywiki.wikispaces.com*, or *mywiki.plsite.wikispaces.net*. You can change the *mywiki* part of that once every 30 days.  **Custom Domain Name** If your wiki is on our Super plan or a Private Label site, it can reside at any domain you choose, as long as it's a domain that you already own. |
| external image icon_32_cabinet.png | **Content Manager**  The Content Manager lets you edit certain parts of your wiki as if they were wiki pages:   * Blank Wiki Page Content: This creates the default content that appears on blank wiki pages. * Discussion Page Header: This creates a header for the discussion forum. * Join Wiki: This creates the content users will see above the form they use to request membership to this wiki. * Wiki Permission Denied: This creates the content users will see when they do not have permission to view a wiki page. |
| **TOOLS** | |
| external image icon_32_exclamation.png | **Notifications**  **Notify Me**   * Request email notifications of page edits or discussion changes for the whole wiki * Find the RSS feed for page edits, uploaded files, discussion updates, or all three   **Recent Changes** The Changes tab will take you to a list of all the most recent changes in the following categories:   * Pages * Messages * Files * Tags * Members |
| external image icon_32_utilities_monitor.png | **Wiki Statistics**  **Overview** The overview tab will give you graphs of the following activity for a given month:   * Views * Unique visitors * Edits * Messages * Editors * Top 10 countries by percentage of visits   **Pages** The page tab will give you the number of views each page receives for a given month.  **Members** The members tab will let you see how many edits and messages were created by each user for a given month. |
| external image icon_32_graph.png | **Space Usage**  Get a snapshot of how much space your wikis and files are using. If you have a single wiki on wikispaces.com, this will also let you see how much space you have remaining. |
| external image icon_32_badge.png | **Badges**  Get the HTML snippets to embed badges for your wiki in other Web pages. |
| external image icon_32_network.png | **WebDAV**  Get the information you need to access your wiki with a WebDAV client. |
| external image icon_32_news.png | **Import Blog Post**  You can import a blog entry into your wiki as a new page, or append the entry to an existing page. The wiki page will have a link back to the blog entry. |
| external image icon_32_floppy.png | **Exports**  Save your files and the contents of all your pages as HTML, PDF, or wikitext. This option is only available to wiki organizers. |
| external image icon_32_delete.png | **Delete Wiki**  This option is only available to wiki organizers. |

Directions: http://www.wikispaces.com